

**OFFICE OF THE STATE COMPTROLLER (OSC)  
JOB OPPORTUNITY  
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1  
EXECUTIVE OFFICE / HUMAN RESOURCES OFFICE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a Current Examination List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #792  
**Hours:** Full Time (40 hrs/week)  
**Salary:** \$57,534 (MP57) Starting Annual Salary  
**Closing Date:** **Monday, June 11, 2012 - Application materials must be received by 5:00 p.m. by this date**

**Eligibility Requirement:** Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**NOTE:** Candidates who are on the certification list for Equal Employment Opportunity Specialist 2 or have attained permanent status as an Equal Employment Opportunity Specialist 2 may also be considered.

**General Experience:** Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management. **Special Experience:** Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting. **Substitutions Allowed:** (1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in public administration, human resources management, labor relations or a closely related field or a law degree may be substituted for one (1) additional year of the General Experience. (3) For state employees two (2) years of experience as an Equal Employment Opportunity Assistant may be substituted for the General and Special Experience. **Special Requirements:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

**Examples of Duties:** Responsible for managing the activities of the Affirmative Action Plan (AAP) and performs a full range of activities for an Equal Employment Opportunity (EEO) program; develops and implants an AAP; develops appropriate policies and procedures to ensure compliance with Affirmative Action (AA) Regulations and Connecticut General Statutes; assists in recruitment efforts, hiring and promotional process; develops and performs outreach initiatives to include recruitment efforts through community and minority organizations; investigates and responds to the Commission of Human Rights and Opportunities (CHRO) complaints and testify at CHRO fact-findings and hearings; assists the Office of the State Attorney General in case preparation for State and Federal courts; administers and conducts complaint investigations of unfair treatment, decimation, sexual harassment, disparate treatment or hostile work environment; trains employees and supervisors on the mandatory Diversity and Sexual Harassment requirements; prepares materials and conducts training on AA goals and EEO laws; oversees the Contract Compliance programs including the Minority and Small Set-Aside Program; serves as the American with Disabilities Act (ADA) coordinator to provide and resolve accommodations for employees with disabilities; serves as the Ergonomic Coordinator for employees with a need for alteration of workstation or office equipment and performs related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- **Extensive experience in writing an Affirmative Action Plan**
- **Extensive experience in training on Diversity and Sexual Harassment**
- **Extensive experience in conducting investigations and conflict resolutions**
- **Effective writing and oral communication skills**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three letters of professional reference and an Application for Employment (CT-HR-12) (original **AND** one copy) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

Elena Vazquez, HR Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106

OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)

Email: [elena.vazquez@po.state.ct.us](mailto:elena.vazquez@po.state.ct.us)

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.